



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS

for

LEGAL SERVICES

RFP 003-2021-STT/STX

Issue date:

January 12, 2021

Submittal deadline:

February 15, 2021

Contact person:

Afisha M. Hillocks
Procurement/Contract Officer
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(340) 772-4432 ext. 3233
<https://www.vihfa.gov/procurement/solicitation>



Unlocking the Door to Affordable Housing

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 003-2021-STT/STX REQUEST FOR PROPOSALS LEGAL SERVICES

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting proposals from qualified firms or Attorneys (“Respondent”) to provide legal services for the administration of the Sheltering and Temporary Essential Power (“STEP”) Program and the Community Development Block Grant Disaster Recovery (“CDBG-DR”) Program and other legal matters as needed for the VIHFA in the United States Virgin Islands (“USVI”).

1.1 BACKGROUND

The VIHFA is an autonomous instrumentality of the Government of the United States Virgin Islands which was created by Act No. 4636 in 1981. The VIHFA was expanded in 2008 by the Housing Merger Act (Act No. 6973). This Act transferred the Housing Component of the Department of Housing, Parks and Recreation and the Community Development Block Grant and Emergency Shelter Grants from the Department of Planning and Natural Resources to the VIHFA. The VIHFA is governed by a Board of five members - three are private citizens appointed by the Governor and approved by the Legislature while two others are Cabinet members who serve in ex-officio capacities.

On September 5, 2017, as damages to the Territory were imminent due to the projected path of Hurricane Irma, the Governor of the United States Virgin Islands proclaimed a State of Emergency as authorized by the Territorial Emergency Management Act, 23 VIC, Ch. 10 Sec. 1005(d). On September 6, 2017 and on September 19, 2017, Hurricane Irma and Maria devastated the USVI causing massive destruction to thousands of homes, businesses and general infrastructure and the economy. As a result of the two back-to-back Category 5 hurricanes in September 2017, the USVI was awarded funds from the Federal Emergency Management Agency (“FEMA”) through the STEP Program and the Department of Housing and Urban Development (“HUD”) through the CDBG-DR Program. The VIHFA was appointed by the Governor of the United States Virgin Islands as the lead agency to administer the STEP Program and the CDBG-DR Program.

The STEP Program is an alternative emergency sheltering program utilized by FEMA to address emergency repairs to homes that had experienced damages during the hurricanes of 2017. The program, which is authorized under the Stafford Act Section 403, endeavored to make homes safe and sanitary so that homeowners can shelter in place. The program consisted of two phases. Phase 1 addressed minor emergency repairs to homes; whereas, Phase two allowed permanent roof repairs to homes that had experienced more extensive damages. 6,516 homes received minor repairs under STEP Phase 1 and 1,516 homes received roof repairs and/or replacement under Phase 2.

The CDBG-DR Program provides funding for unmet needs of the Territory after FEMA funds, insurance, and other federal or private sources are accounted for, with a focus on the needs of low- and moderate-income residents. This money is also managed by the VIHFA and spending is prioritized in programs designed through the United States Virgin Islands CDBG-DR Action Plan. This plan proposes a portfolio of programs to address unmet housing, public service, infrastructure, and economic needs provided by the United States Department of Housing and Urban Development.

2.0 SCOPE OF SERVICES

The Respondent shall be readily available to perform the following legal services, as requested by the Executive Director:

- Provide legal advice and direction to the Executive Director of VIHFA as necessary, in the routine performance of duties related to the STEP Program and CDBG-DR Program.
- Advise on responses to subpoenas, court orders, and requests for information from third parties.
- Review, draft, and negotiate contracts, leases and other legal documents.
- Defend lawsuits, administrative claims, or other legal claims.
- Conduct litigation as necessary.
- Advise on government grant and contract issues.
- Interpret laws, rulings, regulations and policies.
- Attend meetings and public hearings as necessary.
- Review pending and new legislation and regulations and assess impact.
- Prepare and submit reports regarding STEP and CDBG-DR.
- Consult with the VIHFA's Executive Director, Special Counsel for CDBG-DR and/or the VIHFA's Legal Counsel in determining legal strategies.
- Perform other legal services as needed.

3.0 QUALIFICATIONS

The VIHFA is seeking a Respondent that graduated from an accredited law school with a Juris Doctorate ("JD") degree and is admitted to practice law in the United States Virgin Islands. Ideally, the selected Respondent must meet or exceed the following criteria listed below:

1. A broad and practical knowledge of the CDBG-DR program and STEP Program, the Stafford Act and its implementing regulations in Title 44 of the Code of Federal Regulations, FEMA policy and guidelines and HUD policy guidance, rules and regulations.
2. Experience in the following areas: housing finance agency/ies; real estate, government grants and contracts, construction law and general business operations.
3. Strong analytical and interpretive skills, as well as verbal and written communication expertise, particularly with regard to housing and urban development matters; and experience in applying same.

4. Ability to provide legal services involving housing development and management; financing involving Low-Income Housing Tax Credits; litigation, arbitration and mediation; USVI real property laws and codes; and federal subsidy programs.
5. Skills, capabilities, capacity and work experience of a demonstrated level that would assure completion of the scope of work in a timely and satisfactory manner.
6. All necessary and/or required licenses, registrations and certifications.
7. Certification that the firm/attorney is not debarred, and has all necessary and/or required insurance coverage in effect.
8. Five or more years of experience representing a housing authority or its relative equivalent.
9. Computer literate.

4.0 STANDARDS OF CONDUCT

The successful Respondent shall be responsible for maintaining satisfactory standards of competency, conduct, courtesy, appearance, honesty and integrity; and adhering to the Model Rules of Professional Conduct.

5.0 INDEMNIFICATION

To the extent permitted by law, the Respondent shall indemnify, hold harmless, and defend the Authority, its Board of Directors, agents, and employees, from and against any and all claims, demands, actions, liabilities, losses, costs, and expenses, including but not limited to reasonable attorneys and other fees, asserted by third parties (“Claims”), which Claims are caused by or arise from the services performed by the Respondent in relation to the professional services provided to the VIHFA under contract.

6.0 TERM

The successful Respondent will be expected to execute VIHFA’s standard professional service contract. The VIHFA will contract for a period of **two (2) years**, subject to the VIHFA’s option to extend the term of the contract for a similar term at the existing billing rates subject to satisfactory performance by mutual written agreement of the parties. The VIHFA reserves the right to modify and/or terminate the contract if the successful Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

7.0 CONTRACT PRICE AND BILLING

- 1) Provide hourly billing rates to complete the Scope of Services.
- 2) Provide the structure of rates for partners, associates, paralegals, couriers, etc.

3) Respondents must be capable of tracking and billing (invoicing) all work hours and materials (if reimbursable) by specific program or funding source as required by the VIHFA. Any Respondent not capable or willing to comply with this requirement will be considered non-responsive. Preferred formatting will be agreed upon during contract negotiations. Respondent shall submit an invoice for payment to the VIHFA on a monthly basis.

4) The contract maximum hours per week may not exceed 40 hours total. The VIHFA shall determine the amount of hours to be worked to comply with budgetary restraints.

7.1 COSTS

Costs as described in the following section shall be underwritten by the VIHFA subject to the approval process described herein in addition to amounts bid on the basis of this specification:

1) All reasonable and necessary expenses paid out or incurred on behalf of the VIHFA in the provision of required services as described such as court costs, witness fees, recording fees, etc., but not including the firm's/attorney's office or overhead expenses.

2) All reasonable and necessary expenses for traveling and subsistence in connection with the performance of the duties of said firm/attorney, outside the area within which the VIHFA is authorized by law to operate. Such compensation shall be limited to the amount allowed in accordance with the terms of the VIHFA's Travel Policy current at the time the expense is incurred.

3) Fees and costs for litigation which, in the agreed opinion of both the VIHFA and the firm/attorney, are extraordinary or lengthy and beyond the scope of Section 2.0 of this RFP. In each case, the firm/attorney shall notify the VIHFA in writing for review and approval or denial. Respondents shall include as part of their proposal a separate hourly rate to cover special or extraordinary litigation which the VIHFA from time to time may request of the firm/attorney. This litigation shall be beyond the scope of Section 2.0 of this RFP.

8.0 TERMINATION

Either party may terminate the parties' contract with or without cause with thirty (30) calendar days written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the successful Respondent's services, in whole or in part, for failure of Respondent to perform its obligations under the parties' contract. In such event, the Respondent shall be liable for damages as authorized by law.

9.0 CONFLICT OF INTEREST

A Respondent submitting a proposal hereby certifies that: no officer, agent or employee of VIHFA has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of the VIHFA; the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Request for Proposals ("RFP"); and the Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

10.0 RESPONDENT'S EXPENSES

The Respondents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the VIHFA, if any. The VIHFA will not be liable to any Respondent for any claims, costs or damages incurred by the Respondent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

11.0 REQUEST FOR PROPOSAL SCHEDULE

The deadlines associated with this RFP are further outlined:

RFP SCHEDULE	DATE	TIME
RFP Issue date	January 12, 2021	
Pre-proposal Conference	January 27, 2021	2:00 p.m.
Final date to submit written questions	February 1, 2021	
RFP Submittal Deadline	February 15, 2021	2:00 p.m.

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

12.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for the VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to:

Ms. Afisha M. Hillocks
Procurement/Contract Officer
Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, VI 00840-3912

OR

Inquiries may be submitted via e-mail to:

ahillocks@vihfa.gov

Mark subject line for e-mail: **"RFP 003-2021-STT/STX"**

From the issue date of this RFP until a determination is made regarding the selection of a successful Respondent, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent's package. The VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this RFP. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information can be given. If the VIHFA amends this RFP, the Procurement/Contract

Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>. After the deadline for the submission of questions, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential Respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the proposal package, and/or check VIHFA's website for updates.

13.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **2:00 p.m.** Atlantic Standard Time ("AST") on **January 27, 2021**. You may join the meeting at <https://us02web.zoom.us/j/89908639483>, Meeting ID 899 0863 9483.

It is highly recommended that prospective Respondent thoroughly review the requirements of the RFP prior to the Pre-Proposal Conference. All prospective Respondents are urged to participate in the virtual pre-proposal conference. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this RFP package or any addenda thereto.

14.0 DELIVERY OF PROPOSAL PACKAGE

All responses to this RFP are to be submitted no later than **2:00 p.m.** AST on **February 15, 2021**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to:

procurement@vihfa.gov

The email subject line must be clearly marked "**PROPOSAL – RFP 003-2021-STT/STX**". Failure to clearly mark the subject line with this information may cause the VIHFA to inadvertently manage the receipt of the proposal package. The VIHFA will log all received proposal packages with the date and time of receipt. Proposals received after the official deadline will be considered **LATE** and will **not** be considered.

15.0 CONTENTS OF PROPOSAL PACKAGE

To be considered for award, the proposal package shall meet the following requirements.

EMAIL ATTACHMENT #1 - PROPOSAL

PROPOSAL FORMAT:

A. RFP Cover Letter - Complete **Enclosure Document A**.

B. Commitment Statement Letter – The Commitment Statement letter should be on the company's letterhead with contact information and must be signed by an officer of the

organization that is authorized to bind the company contractually to all of the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm/attorney will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The letter shall state that all data presented in the proposal is accurate and complete. Additionally, the firm/attorney must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal. It should also state that the proposal package will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the firm/attorney has not engaged in any unethical practices within the past ten (10) years.

- C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. Contract Document Checklist Form** – Complete **Enclosure Document D**. For this section, Respondent must provide evidence that the law firm has a USVI business license. The Business License must be relevant to the Scope of Services for this solicitation. Respondent law firm must provide evidence that its attorneys are admitted to practice law in the USVI. Respondent attorney must provide evidence that s/he is admitted to practice in law in the USVI.
- F. Respondent's Qualification Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant work comparable to the scope requested in this RFP who would be willing to discuss Respondent's competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.
- G. Technical Proposal** – Provide a detailed narrative explaining the Respondent's qualifications to provide the services, focusing on its company's key strengths and competitive advantages. The proposal shall consist of the following:
 - A. An EXECUTIVE SUMMARY which should contain the following:
 - 1. Firm or Attorney's name, the office's physical and mailing addresses, telephone, fax number and e-mail address.

2. Year established and any former name(s) under which the firm or attorney conducted business, if applicable.
 3. List current ownership structure.
 4. An organizational chart or description of the firm's organization.
 5. The number of employees in your firm.
 6. Area(s) of law/legal practice including but not limited to an explanation of the types of legal services you provide that relate to this RFP.
- B. QUALIFICATION SUMMARY which should contain the following:
1. Copy of Juris Doctorate degree from an accredited law school.
 2. Certificate of Good Standing from Supreme Court of the Virgin Islands.
 3. Any other documentation verifying that Respondent is admitted to practice law in the United States Virgin Islands.
 4. Resumés of key personnel that will be engaged in execution of the contracted work.
 - a. Only include resumes of attorneys likely to be assigned to the representation.
 5. The Respondent should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:
 - a. Professional and education background of each attorney.
 - b. Overall supervision to be exercised.
 - c. Prior experience of the individual attorneys with respect to the required experience listed above. Education, position in firm, years and types of experience, and continuing professional education will be considered.
 6. The summary shall demonstrate that the Respondent possesses the qualification criteria in Section 3.0: Qualifications.
- C. EXPERIENCE SUMMARY which should contain the following:
1. Applicable experience providing legal services for federally funded programs regulated by HUD and/or FEMA.
 2. Applicable experience advising clients conducting similar programs and government-funded services.
 3. Applicable experience defending government agencies in litigation involving federal funds and construction.
 4. Applicable experience advising government agencies.
 5. Other relevant legal experience.
- D. APPROACH SUMMARY which should contain the following:
1. Respondents shall provide a clear narrative describing the unique approach on how the firm/attorney intends to assume responsibility of existing legal matters and how soon the firm/attorney would be in position to provide services.

EMAIL ATTACHMENT #2 – COST

COST FORMAT:

H. COST - Complete Enclosure Document F. The Respondent's proposed price should include information on the hourly billing rates of partners, associates, paralegals, couriers, etc. who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. The VIHFA reserves the right to negotiate with the Respondent on the structure of the billing. **All proposal pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.**

The Respondent may also provide a comprehensive cost write-up on a separate sheet regarding the proposed price to complete the Scope of Services. This will be used to establish a baseline for negotiation with successful Respondent based on the criteria of this solicitation.

Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the proposal package closely follows the sequence and organizational outline described in this section.

16.0 REQUIRED DOCUMENTS

The successful Respondent shall be required to submit the following documents:

A. Formation Documents (LAW FIRMS ONLY) – The successful respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.

- **Provide a copy of Formation Documents**

Corporations (Inc., Corp, Co., Corporation)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Incorporation & By Laws
- Copy of Certificate of Resolution
- Copy of current Certificate of Good Standing

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement
- Copy of current Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Certificate of Good Standing (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)

- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

B. Employer Identification Number (EIN) - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection. The Respondent may provide a Form W-9.

C. Insurance - The successful Respondent shall provide the VIHFA with evidence of all appropriate and applicable insurance coverage carried by the Respondent, including policy coverage periods. Respondents shall furnish the VIHFA with certificates of insurance, showing that the following insurance is in force and will insure all operations under this RFP.

- **General Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** for each occurrence within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured” via an endorsement as follows:

Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

- **Professional Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place Professional Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** for each occurrence within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured” via an endorsement as follows:

Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

- **Workers' Compensation Insurance/Certificate of Government Insurance Coverage** – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage within ten (10) business days of receiving a notice of selection.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the United States Virgin Islands. Respondents shall not permit the insurance policies required to lapse during the period for which the Agreement is in effect. All certificates of

insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty day's prior written notice.

Failure to provide the required documents within the stated time period may result in the proposals being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

17.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider the following criteria:

Documentation: Shall be evaluated based on Respondent's adherence to the requirements of this Request for Proposal relative to the proposal package content and format and whether all documentation has been provided and completed in its entirety.

10 Points

Professional Qualifications: Shall be evaluated based on the credentials of the Respondent's resources such as the key personnel and management team assigned to perform the services.

25 Points

Specialized Experience: Shall be evaluated based on the Respondent's relevant experience in providing legal services to federally funded programs regulated by HUD and FEMA.

30 Points

Technical Approach Shall be evaluated based on the Respondent's proposed plan.

15 Points

Cost: Shall be evaluated based on the reasonableness of Respondent's price.

20 Points

Respondents may be invited to make an oral presentation of their proposal before the Evaluation Committee Panel. The time and location of the presentations will be communicated to the Respondent via written correspondence from the VIHFA. The oral presentation/demonstration will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission.

After the Proposals have been evaluated, the Respondent with the highest evaluation score will be selected.

18.0 CONTRACT NEGOTIATIONS

The VIHFA shall negotiate with the most qualified Respondent, as determined by an Evaluation Committee Panel of the responses and, if applicable, conduct interviews. If VIHFA is unable to reach an agreement with any of the highest ranked firm(s) or Attorney (s), it may negotiate with the next highest ranked firm(s) or Attorney (s), proceeding in turn to each firm that VIHFA has

determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, VIHFA reserves the right to cancel the solicitation.

19.0 RIGHT TO REJECT PROPOSAL PACKAGES

The VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation. Further, proposals submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

Enclosures

- | | |
|--------------------------------|--|
| 1. Enclosure Document A | RFP Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Corporate Document Checklist Form |
| 5. Enclosure Document E | Respondent's Qualification Statement Form |
| 6. Enclosure Document F | Proposal Cost Sheet |

ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RFP COVER LETTER

RESPONDENT:

Name: _____
Address: _____
Tax Identification #: _____
DUNS #: _____

RESPONDENT'S PRIMARY CONTACT PERSON:

Name: _____
Title: _____
Telephone: _____
Email Address: _____

SCHEDULE OF ADDENDA:

(I) or (We) acknowledge receipt of the Addenda to the RFP Package hereinafter named, for the project(s) included in this RFP and declare that (I) or (We) accept these Addenda and that every change is included in this proposal.

Addendum Number_____	Issue Date_____
Addendum Number_____	Issue Date_____
Addendum Number_____	Issue Date_____
Addendum Number_____	Issue Date_____

RESPONDENT'S AUTHORIZED REPRESENTATIVE:

Name: _____
Title: _____
Signature: _____ Date: _____

ENCLOSURE DOCUMENT B
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost, that such proposal/bid or proposal/bid cost is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or person, to put in a sham proposal/bid cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal/bid cost of the affinity or of any other Respondent, or to fix any overhead, profit or cost element of said cost proposal/bid, or of that of any other Respondent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal/bid or cost proposal/bid are true.

Signature of Respondent (Authorized Representative)

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2020.

Notary Public
My commission expires: _____

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

Name and Title of Authorized Representative:

Printed Name

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2020.

Notary Public

My commission expires: _____

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CORPORATE DOCUMENT CHECKLIST

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office _____ Mobile _____

Email Address: _____

1. ____ Respondent Formation Documents (LAW FIRMS ONLY)

____ **Corporation**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Copy of Articles of Incorporation & By Laws
- ____ Copy of Certificate of Resolution
- ____ Certificate of Good Standing

____ **LLC**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Copy of Articles of Organization
- ____ Copy of Operating Agreement
- ____ Certificate of Good Standing

____ **General Partnership**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Copy of Partnership Agreement (if applicable)
- ____ Certificate of Good Standing

____ **L.P, LLP, LLLP**

- ____ Copy of Trade Name Certificate (if applicable)
- ____ Certificate of Limited Partnership or Statement of Qualification
- (for LLP and LLLP)* ____ Current Certificate of Good Standing

____ **Sole Proprietorship**

- ____ Copy of Trade Name Certificate (if applicable)

2. ____ Current USVI business license (LAW FIRMS ONLY) Expiration date: ____/____/20____
Type of business license: _____

3. ____ Employer Identification Number (EIN): _____

4. ____ Insurance ____ *Certificate of General Liability & Endorsement* Expiration date: ____/____/20____
 ____ *Proof of Automobile Insurance* Expiration date: ____/____/20____
 ____ *Certificate Professional Liability & Endorsement* Expiration date: ____/____/20____

5. ____ Workers Compensation Insurance Expiration date: ____/____/20____

6. ____ Certificate of Good Standing (Supreme Court) Expiration date: ____/____/20____

7. ____ Copy of Juris Doctorate Degree

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT'S QUALIFICATION STATEMENT

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status: (check one) ☐ Corporation ☐ LLC ☐ Sole Proprietorship ☐ Partnership
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Is the firm currently licensed to do business in the USVI? ☐ Yes ☐ No
Type of License(s): _____
Number of Years licensed to conduct business in the USVI _____
Will subcontractors be used to perform any portion of the work? ☐ Yes ☐ No If yes, please list the
name(s) of the proposed subcontractor(s): _____

Have you ever failed to complete a project, been fired or sued by one of your clients, and/or found in default of contract terms? ☐ Yes ☐ No If yes, please explain on another sheet the circumstances, what means were used to resolve the issue, and the outcome.

Are there or have there been, any Claims, Arbitration, Judgments or Liens against you? ☐ Yes ☐ No
If yes, explain on another sheet, the circumstances and outcome.

List three non-VIHFA references that can be contacted for their input concerning your abilities:

1) Client Name _____	Contact Number _____
2) Client Name _____	Contact Number _____
3) Client Name _____	Contact Number _____

Respondent shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature: _____

ENCLOSURE DOCUMENT F
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
PROPOSAL COST SHEET

The undersigned respondent proposes to furnish all labor and incur any other costs as may be required to perform the scopes of services, subject to all the conditions as set forth in the RFP.

ITEM	KEY PERSONNEL	HOURLY RATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

ITEM	REIMBURSABLE ITEMS	COST
1.		
2.		
3.		
4.		
5.		
6.		
7.		

PLEASE TYPE OR PRINT THEN SIGN WHERE INDICATED BELOW

NAME: _____

TITLE: _____

COMPANY: _____

SIGNATURE: _____

Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this scope of services.



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
Telephone (340) 777-4432 · Fax (340) 775-7913
www.vihfa.gov

100 Lagoon Complex · Suite 4
St. Croix · U. S. Virgin Islands · 00840
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Afisha M. Hillocks
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<https://www.vihfa.gov/procurement/solicitation>



Unlocking the Door to Affordable Housing

